



STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
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**TIMOTHY K. WEBB, Ed.D.**  
ACTING COMMISSIONER

To: Attendance Coordinators, Data Warehouse  
From: Ms. Corey Chatis, Director of Data Quality  
RE: Data Validation  
Date: May 13, 2008

As mentioned in the April 30, 2008 letter from Dr. Webb regarding EIS enhancements and uses, the Department will be using EIS as the official source system for student demographic data on the Report Card for 2007-2008. To align our State reporting with the reporting required by the US Department of Education, we will be using the October 1 membership count. (In previous years we have used net enrollment reported via the District Performance Report).

On the Report Card, the membership data will be used for exactly the same reporting as the net enrollment data were previously used. This includes:

- The counts and percentages of students by race/ethnicity and gender;
- The denominator for the following rates: Title I, limited English proficient, cohort dropout, event dropout, suspension, and expulsion.

Please review the attached Excel spreadsheet which contains comparisons between the net enrollment counts reported on the 2007 Report Card and the October 1, 2007 membership count from EIS. Note: It is reasonable to expect that the membership count could be a bit lower than the net enrollment count because net enrollment includes students enrolled throughout the year, instead of at one point in time.

If the October 1 membership count is not accurate for your district, you may choose to substitute the membership data from the Preliminary Report Application for the 2008 Report Card purposes. These data were pre-populated from EIS, but each district was allowed to edit them for accuracy. Please see the attached instructions for more details.

For the 2008-2009 school year, EIS will be the sole source of membership data for the Report Card. The Department will share the October 1 membership report to all districts in advance of the final snapshot being taken to provide districts time to ensure all students have been successfully uploaded to EIS and included in the count. The new enhanced data loading process and error reporting screens for EIS should be a good resource for ensuring all students have loaded successfully.

Thank you for your assistance to ensure the data the Department reports for your district is of high quality.

**INSTRUCTIONS FOR VALIDATING/APPROVING STUDENT  
MEMBERSHIP DATA FOR USE ON THE STATE REPORT CARD**

1. Review the Excel Spreadsheet *06-07 NE to 07-08 Membership*. There are three worksheets in the file: a comparison of district totals, a comparison of grade-level totals by district, and a comparison of school-level totals.
2. Determine whether the 07-08 Membership counts for your district are accurate.
  - a. If the counts are accurate: **By Monday June 2**, send an email to Corey Chatis ([corey.chatis@state.tn.us](mailto:corey.chatis@state.tn.us)) stating that the 07-08 October 1 membership counts are accurate for your district and may be used for the 2008 Report Card; OR
  - b. If the counts are not accurate: **By Monday June 2**, send an email to Corey Chatis requesting that the membership counts from the Preliminary Report Application be used for the 2008 Report Card.

NOTE: You must select one data source for the membership counts for the entire district; we cannot use the EIS data for some schools and the Preliminary Report Application for others.

Please contact Corey Chatis if you have any questions.